



Foreign Affairs Manual

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5 FAM CHAPTER 1200 STATE MESSAGING AND ARCHIVE RETRIEVAL TOOLSET (SMART)

Changes

1. This Change Transmittal issues the new Chapter 1200, consisting of subchapter 1210 (subchapters 1220 through 1290 are unassigned):
 - **5 FAM 1210**, Purpose and Scope, is a new subchapter which establishes policy for the SMART messaging application. This policy applies to all Department personnel, contractors, and other U.S. Government agency personnel who are authorized to have access to the Department facilities and networks both domestically and abroad.
 - **SMART** - State Messaging and Archive Retrieval Toolset (SMART) is a suite of applications to help Department employees share information and work together more effectively. SMART is designed to assist all users, domestic or abroad using OpenNet and ClassNet systems: prepare and release cable-like messages, find the information you need, securely share information within State and with external agencies and, save important information to the State archive.
2. Since this issuance is all new, we did not use *dark magenta italic*.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is IRM/OPS/MSO/LAD. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of

Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 5 FAM 1200 (unassigned) and insert the corresponding new 5 FAM Chapter 1200 in its place (CT:IM-127; 03-05-2012).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:IM-127 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.